

**ADMINISTRATIVE  
INTERNAL USE ONLY**

ORD 4002-74

18 SEP 1974

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

GS-05 to GS-06

25X1A9a

25X1A9a

1. [REDACTED] entered on duty with this Agency in July 1966 as a telephone operator. In December 1969 [REDACTED] transferred from the OL/LSD/TFB to the ORD Registry as an Information Control Clerk. The ORD Registry was then staffed by two Information Control Clerks and a Registry Supervisor. Since the retirement of the former Registry Supervisor in March 1973, the Registry has been operated by only one Information Control Clerk and a supervisor. Because of this reduction in personnel, [REDACTED] duties and responsibilities have been increased considerably. [REDACTED] attitude has remained cheerful and cooperative despite this increased workload. Her efficiency remains high and she maintains an excellent working relationship with the personnel of this Office and with other Registries in the Agency.

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2. In the absence of the Registry Supervisor, [REDACTED] assumes responsibility for the functioning of the entire Registry, which involves not only considerable work but also a certain amount of decision making. She has handled this added responsibility well.

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3. [REDACTED] has been employed at the GS-05 level since she entered on duty in December 1966. In view of [REDACTED] fine performance of her duties and her willingness and ability to accept additional responsibilities and duties, it is strongly recommended that Miss Stair be promoted from GS-05 to GS-06. Headroom is available in Management Staff.

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25X1A9a/5/

Chief, ORD Registry

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*affirmed*

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SUBJECT: 25X1A9a  
Recommendation for Promotion -  
[REDACTED]  
GS-05 to GS-06

RECOMMEND APPROVAL:

[REDACTED]

25X1A9a

13 SEP 1974

Date

Chairman, Special Panel, ORD

APPROVED:

/s/ JAMES V. HIRSCH

13 SEP 1974

Date

Director of Research and Development

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